

Circuit Court System May/2005 Software Release Announcement

**STATE COURT ADMINISTRATIVE OFFICE
JUDICIAL INFORMATION SYSTEMS**

**Michigan Hall of Justice
925 West Ottawa Street
Lansing, Michigan 48909
www.courts.mi.gov/jis**

Contact: Circuit Court Team, Lansing: (888) 339-1547 or ccshelpdesk@courts.mi.gov

Release Highlights

- Caseload Part 4
- Forms revisions

See the following pages for the details of the above and other enhancements.

Pilot courts: C48 Allegan and C05 Barry.

Case Management Menu – Page 1

Case Screen

- For PPO cases, a new Ex Parte field has been added to the Case Screen for caseload reporting purposes. Enter Y if the PPO case has been filed ex parte or enter N if the PPO case has not been filed ex parte.
- Reminder: Always use the file stamp date as the date of filing for any case.

Clerk Screen

- Reminder: When entering the RET (return to circuit / bindover) event on criminal cases, use the “date of entry of the order binding the defendant over to circuit court” (the date the judge signed the bindover order) as the event date. This date will be used in Caseload Part 4 as the beginning date of the aging calculation.

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Order for Fingerprints (MC233)

- This form has been added to the system. Use the form code or next transaction code of OFF to request the form.

Order for Mediation (MC274)

- A court copy has been added.
- Check boxes at the bottom of the order have been added to indicate the type of service similar to notices to appear.

Bench Warrant (MC229) and Warrant Recall (MC220)

- The name will print in Last, First, Middle sequence. This will avoid confusion and reduce the chance for error when they are entered into LEIN which requires names to be entered in this sequence.

Forms updated to 6/05 revision date:

- Judgment of Sentence/Commitment to Corrections (CC219b)
 - Line 6 added: Participating in a special alternative incarceration unit is _ prohibited _ permitted.
- Right to Appeal after Trial (CC265a)
- Judgment of Sentence/Commitment to Jail (MC219)
 - Sentence added to line 9: Only the fine and some costs may be satisfied by serving time in jail.
- Bench Warrant (MC229)
 - Added additional check boxes:
 - _ held in contempt for failure to appear: (specify below)
 - _ held in contempt for the following reasons: (specify below)
- Bond (MC241)
- Acquittal/Dismissal or Remand (MC262)
 - Added: 4th copy-arresting agency
 - Line 10 added: If item 1, 2, or 4 is checked, the arresting agency shall destroy the fingerprints and arrest card according to law.
- Motion/Order of Nolle Prosequi (MC263)
 - Added: 4th copy-arresting agency
 - Line 7 added: If item 1 is checked, the arresting agency shall destroy the fingerprints and arrest card according to law.
- Order to Remit Prison Funds (MC288)
 - Changed to allow for mailing in a windowed envelope.
- Order (MC327)

Reports Menu

Trial Activity Report

- Signature lines have been removed from this report as it is no longer a requirement to report trial activity in this format to SCAO.

Caseload report

- Caseload Part 4, case aging, has been added to the system.
- To request the caseload report, enter an X next to the Caseload Report option and press ENTER. A new pop-up request screen will display.
- Each Part of the caseload report may be requested independently.
- The Part 4 report consists of the SCAO prescribed grid with aggregate case age numbers for each judge and an audit report of the cases that make up the numbers in the grid.
- Caseload Part 4 is submitted to SCAO annually beginning 2005. The data is submitted with 4th quarter Parts 1 and 2 data. **We recommend courts to run Part 4 periodically throughout the year to make sure cases are not getting too old.**

Probation Menu

Forms updated to 6/05 revision date:

- Order of Probation – CC243a
- Order for Discharge from Probation – MC245
 - Line added: THE COURT FINDS that all conditions of probation _ were _ were not successfully completed.

Future Release Items

- 20% Late Fee Option.
 - Because the collection of fines and costs is becoming more critical, we plan to implement an option for adding the 20% late fee which can be assessed to a non-restitution balance when not paid within 56 days of the due date.

Jury System

- The March/2005 Jury System release was recently distributed and installed by JIS. All 2005 Jury Lists have been loaded for each county. You may begin selecting jurors for the new jury year when you are ready.